

PeopleSoft

Printing the NDS Employee Listing Report

June 29, 2004



Breadcrumbs: **Home > Administer Workforce > Administer Workforce (GBL) > Report > NDS Employee Listing**

REQUESTING A NDS EMPLOYEE LISTING

Use the following navigation to 'NDS Employee Listing' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.

A screenshot of the PeopleSoft NDS Employee Listing screen. The top navigation bar includes the PeopleSoft logo, a Home icon, a Worklist icon, and a Help icon. Below the navigation bar, the breadcrumb trail is displayed: Home > Administer Workforce > Administer Workforce (GBL) > Report > NDS Employee Listing. A "New Window" link is visible on the right. The main heading is "NDS Employee Listing". Below this, there is a section titled "Find an Existing Value". This section contains a text input field for "Run Control ID:", a "Case Sensitive" checkbox, a yellow "Search" button, and a blue "Advanced Search" link. An arrow points from the "Add a New Value" link below to the "Run Control ID" field. At the bottom of the section is a purple "Add a New Value" link.

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter the company, this is 'ND'. Then Click 'Run'.

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Home > Administer Workforce > Administer Workforce (GBL) > Report > NDS Employee Listing

Employee Listing

Run Control ID: 1

Report Manager Process Monitor Run

Company: ND

Save Return to Search Next in List Previous in List Add Update/Refresh

The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format, so we recommend you select "Web" for the Type and 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

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Home > Administer Workforce > Administer Workforce (GBL) > Report > ND Employee Listing

Process Scheduler Request

User ID: lberger Run Control ID: 1

Server Name: PSNT Run Date: 02/26/2004

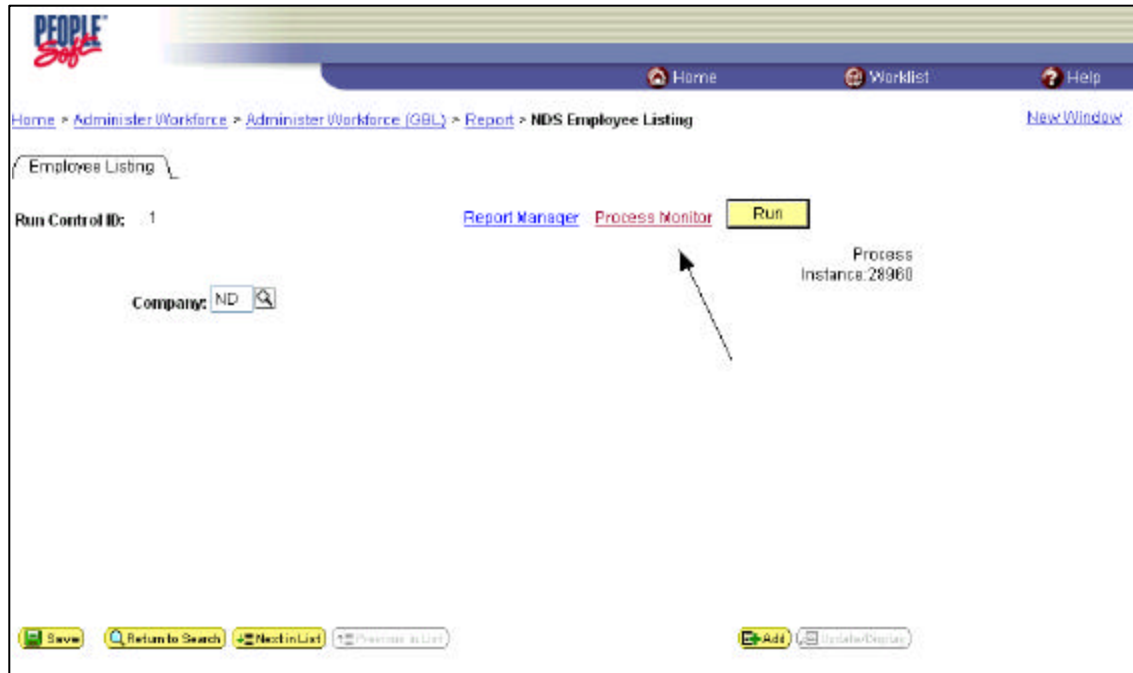
Recurrence: Run Time: 9:45:01 AM

Time Zone: Reset to Current DateTime

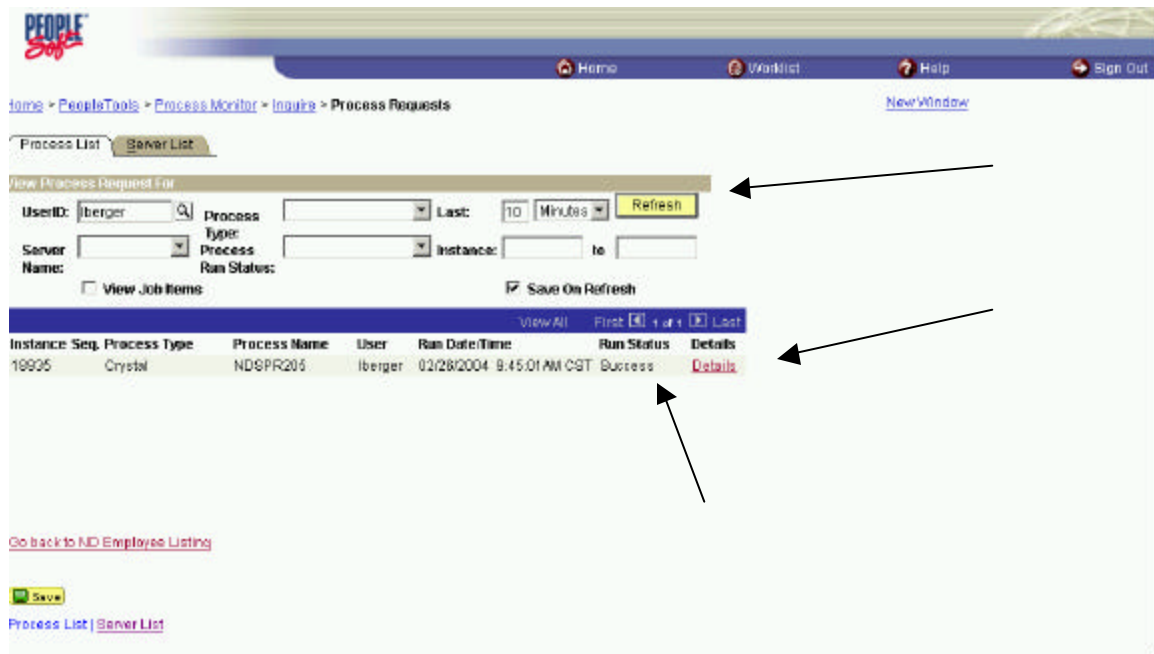
Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Employee Listing	NDSR205	Crystal	Web	PDF

OK Cancel

When you are returned to this screen, click on 'Process Monitor' to view the status of the report running.



At the Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.



When you come to the Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.

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Home Worklist Help Sign Out

Home > PeopleTools > Process Monitor > Instance > Process Requests

[New Window](#)

Process Detail

Process

Instance: 18935 Type: Crystal
Name: NDSPP205 Description: Employee Listing

Run **Update Process**

Run Control ID: 1
Location: Server
Server: PSNT
Recurrence:

Hold Request
Queue Request
Cancel Request
Delete Request
Restart Request

Date/Time **Actions**

Request Created On: 02/26/2004 9:45:29AM CST
Run Anytime After: 02/26/2004 9:45:01AM CST
Began Process At: 02/26/2004 9:45:44AM CST
Ended Process At: 02/26/2004 9:47:39AM CST

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

OK Cancel

Then click the report name below to view the report.

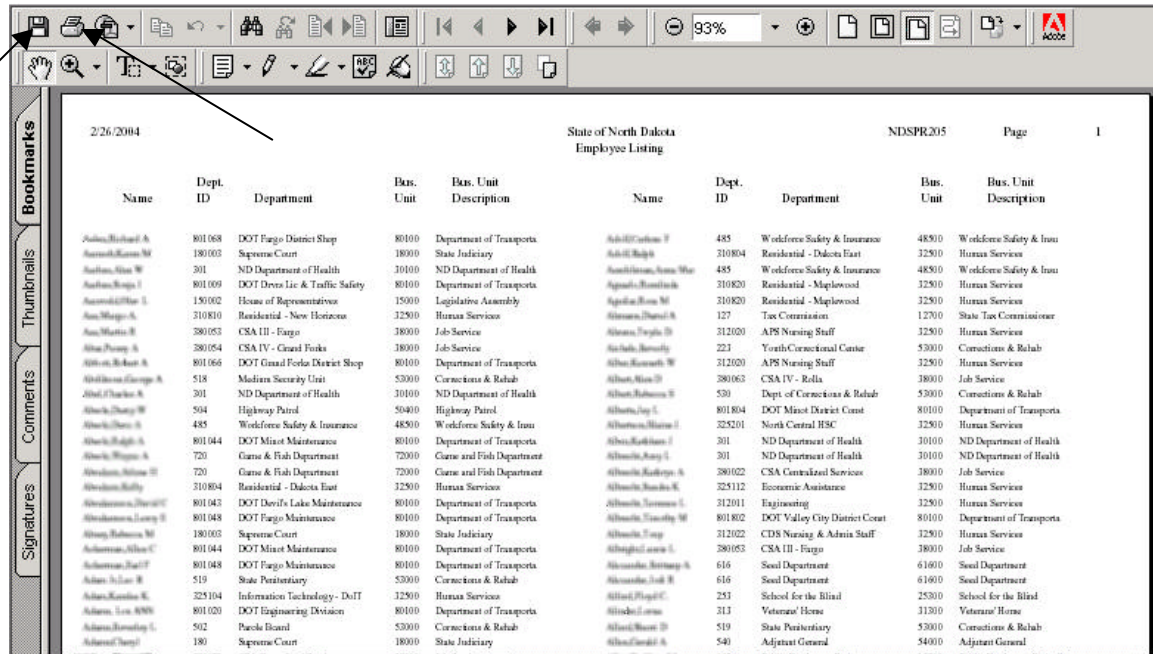
Report/Log Viewer

Instance: 18935 Type: Crystal
Name: NDSPP205 Run Cntl ID: 1
Status: Success Submitted By: lberger
Server: PSNT Recurrence:

Employee Listing

Name	Size	CreationDate
Message Log	0 bytes	Thu Feb 26 09:45:43 2004
NDSPP205_18935.PDF	1229313 bytes	Thu Feb 26 09:45:44 2004

The report, shown below, may then be saved wherever you prefer to store it or you may print it on your own printer.



2/26/2004

State of North Dakota
Employee Listing

NDSR205 Page 1

Name	Dept. ID	Department	Bus. Unit	Bus. Unit Description	Name	Dept. ID	Department	Bus. Unit	Bus. Unit Description
Adams, Richard A.	801068	DOT Fargo District Shop	80100	Department of Transportation	Adams, Richard A.	485	Workforce Safety & Insurance	48500	Workforce Safety & Insurance
Adams, Robert M.	180103	Supreme Court	18000	State Judiciary	Adams, Robert M.	210804	Residential - Dakota East	12500	Human Services
Adams, Ryan W.	301	ND Department of Health	10100	ND Department of Health	Adams, Ryan W.	485	Workforce Safety & Insurance	48500	Workforce Safety & Insurance
Adams, Wayne L.	801069	DOT Dressing & Traffic Safety	80100	Department of Transportation	Adams, Wayne L.	210820	Residential - Maplewood	12500	Human Services
Adams, William L.	150002	House of Representatives	15000	Legislative Assembly	Adams, William L.	210820	Residential - Maplewood	12500	Human Services
Adams, Wayne A.	310810	Residential - New Horizons	12500	Human Services	Adams, William L.	127	Tax Commissioner	12700	State Tax Commissioner
Adams, Wayne R.	380153	CSA III - Fargo	38000	Job Service	Adams, Wayne R.	212020	APS Nursing Staff	12500	Human Services
Adams, Wayne A.	380154	CSA IV - Grand Forks	38000	Job Service	Adams, Wayne R.	221	Youth Correctional Center	53000	Corrections & Rehab
Adams, Robert A.	801066	DOT Grand Forks District Shop	80100	Department of Transportation	Adams, Wayne R.	212020	APS Nursing Staff	12500	Human Services
Adams, George A.	518	Medical Security Unit	53000	Corrections & Rehab	Adams, Wayne R.	380163	CSA IV - Rolla	38000	Job Service
Adams, Charles A.	301	ND Department of Health	10100	ND Department of Health	Adams, Wayne R.	530	Dept of Corrections & Rehab	53000	Corrections & Rehab
Adams, Charles W.	504	Highway Patrol	50400	Highway Patrol	Adams, Wayne L.	801804	DOT Minot District Court	80100	Department of Transportation
Adams, Ralph A.	485	Workforce Safety & Insurance	48500	Workforce Safety & Insurance	Adams, Wayne L.	325201	North Central HSC	32500	Human Services
Adams, Robert A.	801044	DOT Minot Maintenance	80100	Department of Transportation	Adams, Wayne L.	301	ND Department of Health	10100	ND Department of Health
Adams, Wayne A.	720	Game & Fish Department	72000	Game & Fish Department	Adams, Wayne L.	301	ND Department of Health	10100	ND Department of Health
Adams, William H.	720	Game & Fish Department	72000	Game & Fish Department	Adams, Wayne L.	380102	CSA Centralized Services	38000	Job Service
Adams, Ralph	310804	Residential - Dakota East	12500	Human Services	Adams, Wayne L.	325112	Economic Assistance	32500	Human Services
Adams, David C.	801043	DOT Devils Lake Maintenance	80100	Department of Transportation	Adams, Wayne L.	312011	Engineering	32500	Human Services
Adams, Larry E.	801048	DOT Fargo Maintenance	80100	Department of Transportation	Adams, Wayne L.	801802	DOT Valley City District Court	80100	Department of Transportation
Adams, Robert M.	180103	Supreme Court	18000	State Judiciary	Adams, Wayne L.	312022	CDS Nursing & Admin Staff	32500	Human Services
Adams, Alan C.	801044	DOT Minot Maintenance	80100	Department of Transportation	Adams, Wayne L.	380103	CSA III - Fargo	38000	Job Service
Adams, Paul T.	801048	DOT Fargo Maintenance	80100	Department of Transportation	Adams, Wayne L.	616	Seal Department	61600	Seal Department
Adams, John H.	519	State Penitentiary	53000	Corrections & Rehab	Adams, Wayne L.	616	Seal Department	61600	Seal Department
Adams, Kenneth K.	325104	Information Technology - DoIT	32500	Human Services	Adams, Wayne L.	251	School for the Blind	25300	School for the Blind
Adams, Lee RNN	801020	DOT Engineering Division	80100	Department of Transportation	Adams, Wayne L.	313	Veterans' Home	31300	Veterans' Home
Adams, Randall G.	502	Parole Board	53000	Corrections & Rehab	Adams, Wayne L.	519	State Penitentiary	53000	Corrections & Rehab
Adams, Terry J.	180	Supreme Court	18000	State Judiciary	Adams, Wayne L.	540	Adjutant General	54000	Adjutant General